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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

January 12, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 11

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Employee Suggestions

In line with the Secretary's desire, expressed in Memorandum No. 1043, to "extend to all employees of the Department opportunity for fuller and more effective participation in the task of improving the administration of the Department," I am appointing in the Special Commodities Branch a Committee on Employee Suggestions, composed of the following members:

Mr. Vernon Bushman, Assistant Chief,
Chemicals and Special Foods Division,
Chairman

Mr. A. V. Walters, Beverage, Condiment,
and Sugar Division

Mr. N. J. Post, Assistant Chief,
Program Development Division

It shall be the responsibility of this Committee to receive all employee suggestions originating in this Branch, to examine them promptly and carefully, and to report on the feasibility of adopting them.

Obviously, such a program, in order to succeed, must have the sympathy and the active support of the division and section chiefs as well as other supervisors. I feel sure that every supervisor in this Branch will encourage his employees to present suggestions for improving our procedure.

Suggestions should be submitted to the Chairman of the Committee on Employee Suggestions of this Branch. Signed suggestions will be acknowledged.

Suggestions to be adopted will be put into effect as soon as it is administratively possible to do so. Suggestions which cannot be adopted will be acknowledged with a statement of the reason why they could not be used.

Outstanding suggestions from this Branch will be submitted to the FDA Committee on Employee Suggestions. The best contributions from all Administrations and Bureaus of the Department will be sifted by the Administrative Council of the Department to determine the winning suggestion for the entire Department. Finally, the best suggestion of the month will be entered in the current Washington Post contest which carries an award of a \$100 War Savings Bond.

H. C. Albin



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Special commodities branch memorandum

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